

SUMMONS

To All Members of the Council

You are hereby summoned to attend the annual meeting of the District Council to be held in the Council Chamber, Appletree Court, Lyndhurst on Monday, 13 May 2002 at 6.30 p.m.

Telephone enquiries to: Lyndhurst (023) 8028 5000
(Direct Line 8028 5461) Jane Bateman

A buffet will be available for all Members and guests in Appletree Pantry from 5.00 p.m.

Dave Yates
Chief Executive

Appletree Court, Lyndhurst, Hampshire SO43 7PA

AGENDA

The Chairman of the Council (Cllr Miss P A Drake) in the Chair.

Apologies

1. Election of Chairman

To elect a Chairman of the Council to hold office until the annual meeting in 2003.

Declaration of acceptance of office by the Chairman and investiture of badges of office

The newly elected Chairman in the Chair.

Vote of thanks to Cllr Miss Drake and presentation of badges.

2. Appointment of Vice-Chairman

To appoint a Vice-Chairman of the Council to hold office until the annual meeting in 2003.

Declaration of acceptance of office by the Vice-Chairman and investiture of badges of office.

3. Appointment of Leader of the Council

To appoint a Leader of the Council for the ensuing Municipal Year.

4. Minutes (Paper A)

To confirm the minutes of the meeting held on 22 April 2002, as a correct record.

5. Chairman's Announcements

6. Committees and Panels

To agree any changes to Committees and Panels as may be reported by the political groups.

7. Political Representation on Committees

In accordance with Section 15(1)(b) of the Local Government and Housing Act 1989, the Council must review the representation of political groups on committees at the annual meeting each year or as soon as practical afterwards.

The seats currently allocated to the political groups on Committees and Panels are in accordance with the principles set out in Section 15 of the Act. No changes are proposed.

It is recommended that the Council notes the position.

8. Constitution of Cabinet and Portfolios

In accordance with Standing Order 3.1 to agree:-

- (a) the number of Councillors to be appointed to the Cabinet for the ensuing municipal year (currently there are 8); and
- (b) the number and content of Cabinet Portfolios (the current Portfolios are circulated as Paper B to this agenda).

9. Any other items which the Chairman decides are urgent.

CABINET PORTFOLIOS

1. The functions of the Cabinet shall be divided into Portfolios agreed by the Council.
2. The Leader shall allocate responsibility for each Portfolio to a Member of the Cabinet who shall be known as a Portfolio Holder.
3. The Portfolio Holder shall provide the political vision and leadership for each of the services contained within his/her Portfolio.
4. The responsibilities of the Portfolio Holders for the functions and services contained within each of the Portfolios approved by the Council, and referred to below, shall be as described in the Annexes to this Chapter:-

Policy and Strategy

Functions and Services included:

- Corporate and Community Plans
- Best Value
- Political and Management Structures
- Financial Strategy and Budget Targets
- Public Relations
- Human Resources

Crime and Disorder

Functions and Services included:

- Crime and Disorder
- Community Safety
- Emergency Planning
- Road Safety
- Service Specific Grants

Environment

Functions and Services included:

- Environmental Health Services
- Sustainability co-ordination
- Refuse Collection
- Street Cleaning
- Grounds Maintenance
- Recycling
- Public Conveniences
- Cemeteries
- Pest Control
- Dog Wardens
- Coastal Protection
- Land Drainage and Sewerage

Housing

Functions and Services included:

- Housing Strategy
- Housing Investment Programme
- Housing Service Delivery
- Improvement Grants

Economy and Planning

Functions and Services included:

- Planning Strategy
- Development Plans
- Economic Development
- Building Control
- Transportation
- Car Park Management
- Concessionary Travel
- Highways Agency and Highways Development Control Advice
- Street Naming and Numbering
- Local Land Charges

Leisure

Functions and Services included:

- Arts
- Play
- Sport
- Recreation
- Tourism
- Museums
- Galleries
- Libraries
- Adult Learning
- Youth Work
- Open Space
- Leisure related and other non-service specific and core funding grants
- Eling Tide Mill/Toll bridge

Finance and Support

Functions and Services included:

- Information and Communications Technology
- Land and Buildings Asset Management
- Commercial Services – including catering services
- Capital and Revenue Budgets
- Council Tax and Benefits
- National Non-Domestic Rates – including Discretionary Non-Domestic Rate Relief
- Service Specific Grants

- Central Support Services, including –
Accountancy
Information Services
Legal and Democratic Services
Exchequer Functions
Chief Executive's Administration

Health and Social Exclusion

Functions and Services included:

- Personal Health
- Social Exclusion
- Service Specific Grants

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